

**Housing Finance Authority of Leon County**  
**March 9, 2017**  
**Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Mike Rogers, Chairman  
Mr. Thomas Lewis, Vice-Chairman  
Ms. Marnie George  
Mr. Allen Stucks

**MEMBERS ABSENT:** Mr. Andrew Gay (excused)  
Ms. Gail Milon  
Dr. Jeffrey Sharkey, Secretary

**FINANCIAL ADVISOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**LEGAL COUNSEL:** Ms. Dawn Whitehurst  
Mr. Linje Rivers

**COUNTY STAFF:** Ms. Felisa Barnes  
Mr. Jordan Steffens  
Mr. Dan Rigo, County Attorney's Office  
Ms. Mitzi McGhin, Leon County Real Estate

**GUESTS PRESENT:** None

**Call to Order by Chairman Rogers**

With a quorum present, Chairman Rogers called the HFA meeting to order at 12:10 P.M.

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**Agenda Item #1**                      **Membership Roll Call.** Staff called the Membership Roll and attending members were Chairman Rogers, Vice-Chairman Lewis, Secretary Ms. George and Mr. Stucks. Mr. Gay was excused.

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**Agenda Item #2:**                      **Approval of the March 9, 2017, Agenda**

**Action Taken:** Chairman Rogers called for a motion for approval of the March 9, 2017 Meeting Agenda. Mr. Stucks motioned to approve and it was 2<sup>nd</sup> by Ms. George. Motion passed unanimously.

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**Agenda Item #3:**                      **Approval of the February 16, 2017 Minutes**

**Action Taken:** Chairman Rogers called for a motion for approval of the February 16, 2017 Meeting Minutes. Mr. Stucks motioned to approve and it was 2<sup>nd</sup> by Ms. George. Motion passed unanimously.

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**Agenda Item #4: Public Comment**

**Action Taken:** No public comment.

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**Agenda Item #5A & 5B Financial Report**

Mr. Hendrickson presented a report on HFA finances. He noted that they had changed the Balance Sheet to show the revenue from the land sales as restricted..

**Action Taken: The Board directed Mr. Hendrickson to include the sales proceeds from donated (not County surplus) land as restricted income**

Mr. Stucks motioned to accept the February 28, 2017 Financial Statement, and was 2<sup>nd</sup> by Ms. George. Motion passed unanimously.

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**Agenda Item #6A: Emergency Repair Program**

Mr. Hendrickson reported that there were no outstanding commitments for use of the \$18,450 of remaining funds in the program, but that County staff indicated that one person might be entering the program..

**Action Taken:** No Action Required.

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**Agenda Item #6B: Real Estate Activity**

Ms. McGhin reported that the HFA had net revenue of \$ 75,202 over the past two years. She stated that the Calloway Street lot was under contract for \$5,900.

**Action Taken: The Board requested that an analysis of the remaining properties and the potential for price reductions be put on an HFA agenda.**

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**Agenda Item #6C: Future Role of the HFA**

Mr. Hendrickson presented the draft list of items that would need to be addressed in the transition to a more independent HFA He also noted that a memo from Mr. Lamy on the transition, and a list of activities that the County would transfer to the HFA either immediately, or on October 1.

The Board discussed the items, and noted that the Finance Committee would have the responsibility to make specific recommendations for implementation of each activity by the HFA.

**Action Taken: The Board scheduled Finance Committee meetings for March 28, and April 4, subject to the availability of Mr. Gay.**

**Mr. Lewis motioned to authorize the Chairman to send a letter to the County giving formal notification that the HFA intended to adopt its own budget for FY 17-18, and it was 2<sup>nd</sup> by Mr. Stucks. Motion passed unanimously.**

**The Board requested that Mr. Hendrickson develop a proposed action plan and proposed amendments to the Financial Advisor contract.**

**The Board requested that the HFA's attorneys review the Financial Advisor contract to determine if it could be amended to include additional staff work.**

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**Agenda Item #6D: Legal Update**

Ms. Whitehurst updated the Board on various legal issues. She reported that Mr. Knowles had investigated the possibility of the HFA's involvement with the City's surplus lands, but that the initial research showed that very little residential property was in the inventory. Ms. Whitehurst said that Mr. Knowles would continue this work.

Ms. Whitehurst reported that she had researched the question: Is there a legal requirement that the HFA record its meetings? She stated that there appeared to be no legal requirement for recording, but that her firm recommended that the HFA continue to record the meetings as a "best practice". Mr. Hendrickson noted that this meeting was being recorded.

Ms. Whitehurst stated that her firm would review the Financial Advisor contract.

Ms. Barnes addressed the Board on the County's position of continuing staff activities for the HFA. She stated that items involved with HFA finances would continue to be handled by County staff until the HFA's funds were transferred to the HFA—anticipated October 1, 2017. Mr. Barnes stated that the other activities listed in Mr. Lamy's memo and accompanying paper shown as transferring "immediately" to the HFA would no longer be performed by County staff. She stated that the County staff would consider providing these services on a contract basis for a fee. **[Note: this information is related to Agenda Item #6C.]**

**Action Taken:** No Action Required.

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**Agenda Item #6E: "To-Do" List**

Mr. Hendrickson presented the "to-do" list..

**Action Taken:** No Action Required.

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**Agenda Item #7A: New Business**

There were no items discussed under New Business.

**Action Taken:** No Action Required.

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**Agenda Item #7B: New Business: Sponsorship of Florida ALHFA Conference**

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**Agenda Item # 8: Adjournment**

This meeting was adjourned at 12:54 P.M.

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Mike Rogers, Chairman

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Jeffrey Sharkey, Secretary      Date: